

12 August 1954

MEMORANDUM FOR: CHIEF, MANAGEMENT STAFF

SUBJECT : Request for T/O Change

REFERENCE : a) Memo dtd 23 June 1954 fr Chief/PPC to DCI,
subject NEA Division Forward Planning Group.
b) Charter for NEA Division Forward Planning Group,
approved by DD/P 11 August 1954.

1. The program for the NEA Division Forward Planning Group as outlined in reference (a) and subsequent approval, reference (b), necessitates the following changes in the NEA Division Field Table of Organization:

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	<u>Position Title, Grade & Number</u>	<u>Station</u>	<u>Position Title and Grade</u>
	Area Ops Of - Sta Ch GS-15, BEF 208		Chief, FPG GS-15
	Para-Mil Of GS-13, BEF 209		Deputy Chief, FPG, GS-14
	Para-Mil Of GS-11, BEF 211		Asst. War Planner GS-13
	Admin Assistant GS-7, BEF 344		Admin Assistant GS-9

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2. Approval of this T/O change by your office is requested as the operations of the Forward Planning Group, as outlined in the approved Charter, are scheduled to begin no later than 1 November 1954, and the estimated time of the departure for the personnel to be assigned to the Station is on or about 1 October 1954.

3. No increase in the authorized NEA Table of Organization is involved in this transfer of positions. Position descriptions have been submitted in draft to the Classification and Wage Division and are presently being finalized.

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By: 6.3

Chief
Division of Near East
and Africa

AUG 12 1954